UNITED STATES
POSTAL SERVICE®

CDS

Conversion Software
User Guide
for
UNIX

Version 2.0

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Introduction

Computerized Delivery Sequence (CDS) is a service provided by the United States Postal Service that provides updated delivery sequence information to customers with qualified address lists. CDS Conversion Software allows CDS customers to decrypt their CDS files easily.
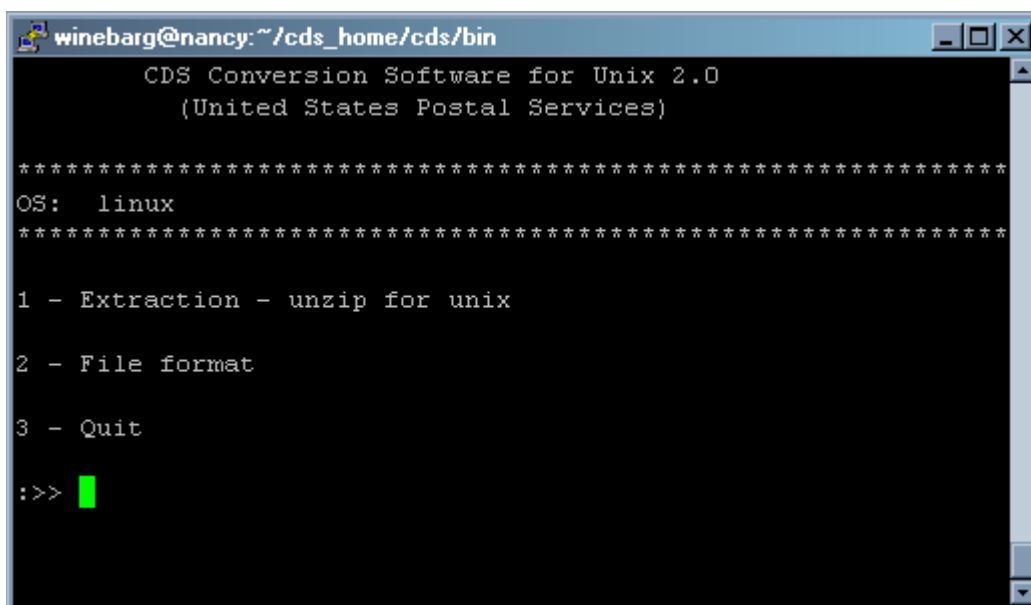
Installing CDS Conversion V2 for UNIX

To install the CDS Conversion V2 software, go to the RIBBS Web site at http://ribbs.usps.gov and download a copy of the CDS Conversion V2 for UNIXs file. To begin the installation process,

1. Copy the installation script, **cds_install.sh** into the destination directory **/home** for Linux users or **/export/home** for Sun Solaris users.
2. At the command line type: **cds_install.sh**, which creates the CDS home directory and the directory structure.
3. Go to the CDS destination directory, '**/home/cds/bin**'.
4. Run **configure.pl** to set up the environment information.
5. The Destination Directory is **/home/cds.**
6. Enter the customer password provided at the **'Password'** prompt. Entering a password creates a format file named **'.cds_config'** in the home directory, '**home/cds/etc'.**
   Note: PKZIP is case-sensitive and requires all capital letters to be entered at the password prompt.
7. At the **"Enter the name of the Unzip tool:"** prompt, type **pkzipc.**
8. You will be prompted to "**Enter the encryption algorithm:[AES,128],** type **AES,128** and press **Enter**.
9. The following message appears: ***** CDS Conversion is ready to use *****

Using CDS Conversion Software

CDS data files must be copied to an *infiles* destination directory, i.e. *home/cds/infiles* in order to use the CDS Conversion software to format your CDS data files.

Extracting a File

To extract and unzip the CDS file,

1. To execute the CDS Conversion software, type *'./cds.pl'*
2. **Select '1' – Extraction- unzip for UNIX** to initiate the CDS Conversion Software.
3. At the *"Please enter password to decrypt:>>"* prompt, type your assigned password and press *'Enter'*.
4. A question appears asking: *"Do you want to unzip this file: '[filename].zip'*, along with three letter options. Select one of the three answers:
   - **'y**'- **yes;** unzips the file
   - **'n'** – **no;** sends you back to the Extraction Menu
   - **'q'** – **quit;** cancels the process

A confirmation message briefly appears stating *"unzip successfully"*.

Formatting the CDS File

```
================================= CDS Options =======================

  Destination Directory:     /home/cds/outfiles

          Output Format:     (*) Fixed Record Length(CR/LF)
                             ( ) Fixed Record Length(No CR/LF)
                             ( ) Comma Delimited

Split Files by ZIP Code:     ( ) Yes
                             (*) No

     USPS Field Formats:     (*) AMS style delivery numbers
                             (*) Justified Street Name

    Output Record Types:     ( ) Volume
                             (*) ZIP Code
                             (*) Carrier Route
                             (*) Delivery Point

================================= CDS Options =======================


1[Line feed]            3[sPlit zip]            4[Ams delivery]

v[Volume Out]           z[Zip Out]              c[Carrier Out]

d[Delivery Out]         5[Justify street name]  r[Reset]

8[subMit]               s[Save]                 9[Quit]
```

CDS File Format Options

The CDS Options screen provides a variety of choices available for customizing CDS output. To select the desired options use the letters and numbers defined below to toggle between each option.

To select an option, type the letter once, to deselect an option, type the letter twice.

- **1 [Line feed]** – Inserts a carriage return line feed (CR/LF).
- **3 [sPlit zip]** – Creates a separate file for each ZIP Code.
- **4 [Ams delivery]** – Formats the fields into AMS-Style Delivery Numbers
- **v [Volume Out]** – Sets the output record type to Volume.
- **z [Zip Out]** – Sets the output record type to ZIP Code.
- **c [Carrier Out]** – Sets the output record type to Carrier Route.
- **d [Delivery Out]** – Sets the output record type to Delivery Point.
- **5 [Justify street name]** – Justify Street Name field format.
- **8 [subMit]** – Submits the formatting options and prints the desired CDS output.
- **s [Save] -** Saves the selections for future use.
- **r [Reset]** – Clears all options selected and returns the form back to the default settings.
- **9 [Quit]** – Exits the application.

Formatting CDS Data Files

To format CDS data files:

1. Type **./cds.pl** to execute the CDS Conversion software.
2. At the main menu, select **'2' – File Format**.
3. If your password was not captured on the initial installation, enter your password at the **"Please enter password to decrypt:>>** prompt.
4. Select all options from the previous list of CDS file format options for desired formatting.
5. Press **'8 [subMit]'** to submit and place your files in the outfiles directory for viewing.
6. At the convert file prompt, **"Do you want to convert this Monthly CDS file: '12345678.zip' [y,n,q] [n]:>>** ,select **'y'-yes** to convert, **'n'- no** to skip, or **'q'-quit** to cancel the conversion.
7. At the **'Enter output name prefix [cds]:>>'** , type **'cds[filename].txt'** and press **Enter**.
8. A confirmation message will appear: **"CDS Conversion successful"** .

Note: To save your file format settings for future output files, type **/.cds_pre** and type the lowercase letter **'s'-[save]** to save your settings. This script saves and places your format configurations to the directory **home/cds/etc**.

Destination Directory

The CDS files reside in the destination directory. The recommended CDS directory path appears to the right of the Destination Directory option. You may specify a subdirectory by typing in the subdirectory name after **/home/cds/…**

Output Format

To select one of three file output formats, Press **'1'**, which places an asterisk, (*) beside the option chosen:

1. **Fixed length w/ carriage return and line feed (CR/LF) (108 bytes)**
2. **Fixed record length no CR/LF (106 bytes)**
3. **Comma-Delimited format**

Carriage Return Line Feed (CRLF)

CRLF is a text file format converter. This allows the transporting of one text file from one software platform to another. CRLF adds two bytes to the original record length. One byte is used to indicate the end of a record and the second shifts the cursor to the beginning of the next record.

Fixed Record Length

A fixed length record always has the same length, but a file may be made up of many different types of record which may each have different lengths. The field lengths are predetermined in the file format, with the beginning and ending positions of each field and the size of each field. All fields combined, make up the record, thus defining the record as a fixed length record.

Comma Delimited

Generates a standard, comma-separated file with records, varying in length, that import into any program that supports this format. Each character field is separated by a comma (,) and quotes (" "),with each record followed by a CR/LF. *Notepad and WordPad are of the most common applications that support comma delimited formatting.*

Split Files by ZIP Code

The *Split Files by ZIP Code* option allows you to create separate files by ZIP Code. Select the *'Yes'* option, to split the files by ZIP Code.

If you chose *'No'* at the *Split Files by ZIP Code* option, enter the 'filename' and the file will be saved.

1. Enter the name for the CDS output file and press *'Enter'*. A message informing you that the ZIP Code(s) selected in the *Tagging CDS ZIP Codes* screen have been decompressed, the filename to which the CDS file information appears.
2. Press *'Enter'* to return to the DOS prompt.

To alternate between the 'Yes' and 'No' options, press '3'.

USPS Field Formats

AMS-Style Delivery Numbers

The AMS Style Delivery Numbers option formats all primary and secondary delivery numbers by replacing the first significant leading zero with an underscore "_" and right-justifies all numeric delivery numbers with leading zeros.

To turn the AMS Style Delivery option 'ON' and 'OFF', press '4'.

    Examples:
    00010000 MAIN ST
    Selected: "_0010000 "
    Not Selected: "000010000 "

    1000 MAIN ST
    Selected: "0000001000"
    Not Selected: "1000 "

Justified Street Name

The Justified Street Name option right-justifies any street name containing a number (i.e., "10" versus "Ten"), within four characters.

To turn the Justified Street Name option 'ON' or 'OFF', press '5'.

    Example:
    Selected: "1ST ST"
    Not Selected: "1ST ST "

Output Record Types

Determines the type of record that is saved to the destination file. There are four output record types:

V – Volume - Record contains the number of ZIP Codes, Routes, and total records for a given volume.

Z - ZIP Code - Provides the number of routes, delivery points records, active and possible residential and business deliveries, PO Box throwbacks, seasonal, vacant, drop, and residence/ business served drops for each ZIP Code.

C - Carrier Route – Provides the number of routes, delivery point records, active and possible residential and business deliveries, PO Box throwbacks, seasonal addresses, vacancies, drops, and residence/ business served drops for each ZIP Code and Carrier Route.

D - Delivery Point – Provides the full delivery address including the ZIP+4 code, delivery point, and delivery point check digit. Indicates the PO Box throwback status, delivery type, address vacancy status, whether a delivery point is a drop, and seasonal deliveries. Counts the number of delivery point business/families served and provides urbanization and the preferred last line locale keys.

Viewing Formatted CDS Files

To view your submitted formatted file, at the command prompt type: **/home/cds/outfiles**.

CDS Technical Support

Technical support for CDS is available by contacting the National Customer Support Center at 800-331-5747, Monday through Friday 8:00 A.M. to 5:00 P.M. Central Standard Time (CST).